

## **Department of Administration**

**Title: Risk Management Committee**

**Policy #: 2.02**

**Effective Date: September 1, 2006**

**Approved: Brett E. Dahl**

### **I. Purpose**

The purpose of this policy is to define the responsibilities, organization, and meeting requirements of the state Risk Management Committee.

### **II. Definitions**

The state Risk Management Committee is a committee established by the Department of Administration to assist state agencies to protect their vital physical, financial, and human resources through comprehensive and effective insurance and risk management programs.

### **III. Roles and Responsibilities**

The general functions of the committee shall be to:

- A. Make recommendations to elected officials, and department directors on implementation of a) a risk management plan within each instrumentality of state government and, b) risk awareness activities as an integral part of operating procedures.
- B. Disseminate and collect insurance and risk management information from state agencies in order to maintain and preserve the insurability and viability of state assets.
- C. Review alternatives and make recommendations for adoption of risk management policies and, when necessary, recommend administrative or legal action.
- D. Support and encourage loss prevention programs within their respective agencies.
- E. Coordinate the dissemination of loss information, training opportunities and other pertinent information from the Risk Management and Tort Defense Division or the Risk Management Committee to key personnel within their agency.
- F. Assist supervisors in determining what measures are needed to prevent a recurrence of an incident and make appropriate recommendations to include temporary measures to prevent

recurrence while more permanent solutions are being considered.

- G. Regularly attend and participate in the Risk Management Committee Meetings.
- H. Collect loss prevention and risk awareness suggestions and ideas from employees for distribution to the Risk Management Committee.

#### **IV. Organization**

The Risk Management Committee shall consist of one representative of each state agency, each elected official, and each campus of the Montana University System. Advisory Council members serve at the pleasure of each agency or university head. The Chairperson shall be appointed by the Administrator of the Risk Management & Tort Defense Division.

#### **V. Public Meetings, Notices, and Correspondence**

- A. The full committee shall convene at least semi-annually.  
Subcommittees consisting of uniform or similar risk management issues shall convene from time to time as requested by the Chairperson.
- B. Meeting notices shall include an agenda with detail actions, handouts, and shall be posted on the Risk Management & Tort Defense Division's website, on the state's electronic calendar, and be provided to those who have previously shown an interest in the matter at least 72 hours prior to the meeting.
- C. All meeting correspondence shall make notice of the Risk Management & Tort Defense Division's intent to offer reasonable accommodations for those with disabilities and provide a contact name, address, phone number, mailing and e-mail addresses, including where to seek special needs or for ADA accommodation.
- D. Committee members shall receive regular training on their duties and other important matters including participation in public meetings

#### **VI. Rules Governing**

None

#### **VII. Statutes Governing**

## VIII. Forms

None

## IX. Administrative Use

History Log	
Approved Date:	September 1, 2006
Effective Date:	September 1, 2006
Change and Review Contact:	<u>Brett Dahl</u>
Review:	Event Review: Any event affecting this policy may initiate a review. Such events may include a change in statute, key staff changes or a request for review or change.
Scheduled Review Date:	Five years from Effective Date
Last Review/Revision:	September 1, 2006
Changes:	